

Collection of Race and Ethnicity Workflow Questionnaire

This resource is designed to help your hospital team map how information on birthing person and infant race/ethnicity and insurance status is currently collected. How do race and ethnicity get into your medical records?

Goal of this activity: Understanding the source, process, and accuracy of birthing person and infant race/ethnicity to diagram into a process flow map.

Goal for this initiative: Ensure that patients and parents are being directly and respectfully asked to self-report their race and ethnicity.

ILPQC's expectation is that you will be able to answer all these questions. If you don't know, find out! That's part of the work.

Birthing Person
Who is responsible for collecting race and ethnicity data for a birthing patient? (Registration, Medical Assistant, Registered Nurse, Birth Certificate abstractor, Other)
How is race and ethnicity collected for/from the birthing person? <ul style="list-style-type: none">• Paper form, completed by the patient• Electronic self-entry (e.g., iPad, kiosk)• Discussion with staff• Pulled from prior visits or external records• Other:
When/at what time point is the data collected? <ul style="list-style-type: none">• Prenatally at outpatient site/clinic• Hospital pre-registration• Admission for labor and delivery• Other:
Who is responsible for recording race and ethnicity data for a birthing patient in the medical record? (Registration, Medical Assistant, Registered Nurse, Other)

If race and ethnicity data is in the patient's medical record before intake, is this information verified with the patient during their stay?

- Yes,
 - If yes, during birth hospitalization (specify time point)
 - If yes, who does it?
- Other
- No

When viewing the birthing person's record, can you tell how race and ethnicity were assigned or entered?

- Yes, the source of the information is documented clearly
- No, source of information is unclear

Infant

Note: *This is about how race and ethnicity are collected for hospital records, not the birth certificate. That process is usually handled separately by birth registrars.*

Do you capture race and ethnicity data for the infant?

- If yes, is this information in the infant's EMR?

How is race and ethnicity data collected for the infant?

- Automatically copied or flowing from birthing person's EMR
- Assumed based on parent(s) and entered by clinical team/staff
- Asked of parent/family by clinical team/staff
- Infant race and ethnicity data is not currently collected
- Other:

If infant race and ethnicity data are not currently collected, please use the following questions to reflect the process of collecting this information.

Who is usually responsible for collecting and entering infant race and ethnicity data into the EMR? (Registration, Medical Assistant, Registered Nurse, Birth Certificate abstractor, Other)

When viewing the infant's record, can you tell how race and ethnicity were assigned or entered?

- Yes, source of information is documented clearly
- No, source of information is unclear

When/at what time point is data on infant race and ethnicity collected?

- At time of birthing person's check-in for delivery
- During hospital stay
- During discharge process
- Other:

Is this information verified by the family?

- Yes
- No
- Other:

Are there any barriers to updating the EMR with patient or family reported infant race and ethnicity? (e.g. pop-up warning messages, clinical staff do not have access, etc.)

- Yes
 - Explain
- No